



Review and Report #005-960 St. Louis County Boards and Commissions Administrative Review and Report August, 2019

Distribution:

The Honorable Ernie Trakas – Presiding Officer–County Council
The Honorable Sam Page – County Executive
The Honorable St. Louis County Council Members
Mike Chapman, Director of Operation

Review and Report Performed by:

Mark Tucker - County Auditor Bill Spieler - Special Assistant Alice Brown – Audit Manager

Field Work:

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ST. LOUIS COUNTY GOVERNMENT

BOARDS AND COMMISSIONS

Administrative Review and Report #005-960 Office of the County Executive

INTRODUCTION AND BACKGROUND INFORMATION

St. Louis County has 69 boards and commissions, based on a 2019 document designated "Full List of Boards and Commissions of St. Louis County", which was provided to the auditor's office by the present County Executive's staff. The current year county budget book indicates 77 boards and commissions and the most recent¹ county website shows 72. For comparison, there are 30 Boards and Commissions in St. Charles County and 129 in the City of St. Louis.

The county charter and state statutes set out provisions which impact County boards and commissions. Board and commission members are appointed and approved by various authorities, including the County Executive and the County Council or individual council members.

Generally, an interested party is asked to complete a written application when applying for a board or commission position. Various qualifications and/or credentials are required for specific boards. In addition to a background record check, applicants must disclose any contractual or financial connections to St. Louis County involving themselves or family members. Applicants' real and personal property tax payments must be current. Certain board positions require approval from both the City of St. Louis and St. Louis County government. Processes are in place for review and approval by the County Council for applicants appointed through that body. Additionally the County Executive's office has procedures for applicant review and approval and designated staff members vet the applicants.

Board and Commission members are appointed to a specific term of office. When oaths are administered, this process is conducted by the County Clerk, County Council, County Executive staff or Judiciary. The process is not specifically addressed in the County charter, and is dependent on each board or commission. Some members are paid for their time while others volunteer. Each board or commission meets according to its own schedule and at different frequencies.

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¹ As of 23 August, 2019

The St. Louis County internet website contains a drop-down function which lists all boards and commissions². https://boards.stlouisco.com/ Generally shown for each board or commission is information regarding the extent of the board or commission's authority and the basis therefore, the appointing authority and approval authority for each member, information as to the composition, qualification, term and removal processes regarding board members and finally, the purpose of the board or commission and its meeting schedule.

Not every board or commission has an *individual* website. For those which do, information regarding upcoming meeting dates, times and locations is sometimes shown together with recent meeting minutes. For example, the St. Louis County Housing Authority posts monthly meeting dates on their website but does not post meeting minutes. The Library Board of Trustees of the St. Louis County Library District maintains both meeting dates and meeting minutes on their website. As noted, both of these boards have their own website. In reviewing the St. Louis County Board and Commission drop-down menu maintained by the County Executive's office, neither the Housing Authority nor the Library Board of Trustees post meeting minutes.

With respect to the County's internet webpage relative to boards and commissions, the following are of note:

- 1. The board and commission application is available via the following link https://boards.stlouisco.com/
- 2. Questions may be directed to a dedicated staff member by email;
- 3. Search options are available a) by board member or commissioner name and b) by name of a specific board or commission.

² The drop-down function is maintained by the County Executive's office.

STATUS BOARD

The status board provides a summary of the St. Louis County Government Boards and Commissions functions and processes. Each cell located under a function represents an activity that is to be completed to ensure that the process is performed in an effective and efficient manner. There are two attachments in this segment that may be referenced in this review and report that were obtained from the St. Louis County Intranet—"Boards and Commission Control Narratives" website.

FUNCTION/PROCESS	CONTROL NARRATIVE						
Listing of Boards and Commissions	St. Louis County provides an on-line listing of boards and commissions for which the County has appointing authority at http://boards.stlouisco.com/. This information can be accessed via St. Louis County's website at www.stlouisco.com by clicking on "Your Government" and then "Boards and Commissions".						
Applications	The St. Louis County Executive Office regularly receives applications from candidates for various board and commission vacancies. Certain board positions require joint appointments from both the City of St. Louis and St. Louis County. For these positions, we coordinate with the Mayor's Office (314-622-3201). Applications are mailed to the Office of the County Executive to the attention of Ileen Meier. All applications require a signature, a resume or short bio, a financial interest statement, and a voluntarily-submitted background check from the applicant. When an application is received, a copy is provided to the Policy Advisor, who reviews the application for suitability for available positions.						
Credentials	If the candidate is recommended to serve on a board/commission by the County Executive, a packet including the background check, financial interest statement, and real and personal property tax payment information is circulated for review by the Policy Advisor, the Chief of Policy and the Chief of Staff. Once all have signed off on the packet, a final letter is prepared on County Executive letterhead for the County Executive's signature. This includes checking for the correct date on the letter (which must match the date the letter will appear on the County Council agenda). Once signed by the County Executive, copies of the letter are made for: 1) The Administrative Assistant's file 2) The County Council with a copy of the candidate's application 3) The appropriate County Director or liaison (if necessary) with a copy of						
Placement of Appointment on the Council Agenda	the candidate's application. Board and commission letters are due to the County Council Administrative Director by noon on Friday at the latest in order to make the agenda for the following Tuesday's County Council meeting. The Council may take up reappointments at the same meeting the County Executive's letter appears on the agenda. In the case of new appointments, the Council Chair may move to hold the request for approval on the Order of Business and refer the request to the Council as a Committee of the Whole.						
Committee of the Whole	After the request for approval of the appointment(s) has been referred to the Council as a Committee of the Whole, the request(s) will remain on the Council agenda under "Unfinished Business" until such time as the Committee and the nominee(s) are able to schedule a meeting on a mutually						

	agreeable date. Those meetings are normally scheduled on Tuesday afternoons prior to a regular Council meeting. A meeting notice is prepared, posted and distributed. Council Members are provided with the background information and applications of the nominee(s) prior to the meeting. Upon conclusion of the Committee meeting, usually a member of the Committee will move to make a recommendation to the full Council regarding the nomination(s), and the Council will take up the recommendation at the regular meeting following the Committee meeting. If an appointment is approved by the Council, the Clerk's Office prepares the oath of office and arranges to administer the oath to the new board or commission member.
Boards and Commissions Database	Once approved or received and filed (in the case of letters which are announcements only, as some board and commission appointments do not require County Council approval), the County Council sends a copy of the Order to the Administrative Assistant who completes the following: • Enter/update information into the Boards and Commissions database • E-mail, if new appointee, a copy of the Conflict of Interest statement • Update the Issues Matrix • Update the "Women on Boards" spreadsheet for the Sue Shear Institute, if appropriate • Update the "Women and Minorities" spreadsheet, if appropriate • Notify the appropriate St. Louis County contact person of additions/deletions of appointees regarding compensated boards • Type "Thank You for Your Service" letters to those leaving a board, and if it is a compensated board, notify the person(s) responsible for preparing check payments of the departing member(s) who will no longer be receiving compensation. • Maintain "Potential Candidates Pool" file and keep applications for potential candidates.
Danid Assetted	• File all boards and commissions paperwork in the locked file cabinet.
Board Application	SEE ATTACHMENT #1
Board And Commissions Approval Form	SEE ATTACHMENT #2

ATTACHMENT #1

Application for Appointment to a Board or Commission

Supplying this information will help in determining that you meet specific requirements and qualifications as stated in the County ordinances.

Name:Board/Commission applying for:	
Home Street Address:	
City:	Zip Code: rea? (Y/N): If no, which municipality?
Do you live in an unincorporated a	rea? (Y/N): If no, which municipality?
	County Council District #
Business Name:	Zin Codo:
	Zip Code:
	Cell Phone Number: Fax Number:
*Sex:Female Male *E	i ax Number -thnicity:
*Marital Status:SingleM	larriedDivorcedSeparated Widow/Widower
Are you a United States Citizen?	St. Louis County Resident?
Are you registered to vote at the at	oove home address?Independent
Party Affiliation:Republication	an Democrat Independent
•	member of the armed forces of the United States? If so, please list
dates of service, branch of service,	
of discriminating on any basis. Pro	ovide demographic statistics and is not requested for the purpose viding this information is voluntary.
	previously held, any local, state or federal government positions, ☐ Yes ☐No If you checked yes, please list dates and positions
List any professional licenses or ce originally licensed, and the licensin	ertificates, not limited to Missouri, that you have, the date you were ag agency.

COMMUNITY ACTIVITIES:

Please list significant community and professional associations (list current activities first). Include your current responsibilities/activities. Attach additional sheet of paper if necessary.

Organization Dates
EDUCATION (List most recent degrees first) Degree Field of Study Institution Dates
EMPLOYMENT (Current employer first) Organization: Title Dates
REFERENCES
Name Nature of Relationship Phone Number
Name Nature of Relationship Phone Number
Name Nature of Relationship Phone Number Do you, or does anyone in your family, have any contracts with St. Louis County (or have an ownership interest in any entity or group which has a contract with St. Louis County), for the performance of any services; provision of any goods; or the sale or lease of any property? The sale or lease of any property? The sale or lease of any property?
Do you have any financial or other interests that might present a conflict of interest, or the appearance of such a conflict, if you were appointed to the position for which you have applied? ☐ Yes ☐No If you checked yes, please list possible conflicts:
Are you related by blood, marriage or adoption to any employee of or member of the St. Louis County Council or St. Louis County Executive Office? Tyes Ino If you checked yes, please list relationships:
Note: The St. Louis County Charter prohibits members of boards and commissions from transacting business with the County. Waivers of this provision may be granted, after full public disclosure, by the County Council. In addition, if you transact business with the County, you may need to file a financial disclosure statement For further information regarding potential conflicts of interest, please call the County Counselor's Office at (314) 615-7025. Have you ever been convicted of a felony, malfeasance in office, bribery, or other corrupt practice, or
of a misdemeanor involving moral turpitude? ☐ Yes ☐No If you checked yes, please explain.
I authorize St. Louis County to conduct a complete record check on my background prior to an appointment to any board or commission. Yes No I,(please print name), certify the information and statements on this form, provided by me and on accompanying materials, is to the best of my knowledge, true and accurate.
Signature Date

If you have questions please call: Office of the St. Louis County Executive (314) 615-7016 Please return completed form to: Ileen Meier Office of the St. Louis County Executive 41 South Central Avenue Clayton, Missouri 63105

ATTACHMENT #2

BOARDS AND COMMISSIONS APPROVAL FORM

C PLA DA CC LA
Candidate: Date of Circulation:
Board/Commission: Council Date:
Board Required Position: COW Date:
Succeeding:
Expiration Date of Term:
Council District:
Serving on Any Other County Board /Commission:
Application:
Background Check:
Financial Interest Statement Received:
Real Estate Tax:
Personal Property Tax:
Party Affiliation:
Gender:
Race:
Reappointment:
Requires County Council Approval:
Compensated Board:
APPROVED FOR COUNTY COUNCIL PRESENTATION:
Thomas P. Curran, Policy Advisor
Jeffrey R. Wagener, Chief of Policy
Bill Miller, Chief of Staff
Steven V. Stenger, County Executive

PLEASE RETURN TO ILEEN MEIER UPON FULL APPROVAL FOR FURTHER PROCESSING

document: 075-101 Board and Commission Appointments - Control Narrative.docx

OBSERVATIONS

Boards and Commissions are designed to give citizens a voice in their government and allow citizens to influence decisions that shape the quality of life for the residents of St. Louis County. Participation on a board or commission is one of the most effective steps citizens may take in becoming an active voice in their government. Boards and Commissions have various duties and powers and in the exercise of the same may assist all branches of government as well as constituents and the voting public concerning both old and new issues.

The objective of this report was 1) to determine the boards and commissions which received compensation; 2) identify boards and commissions which properly post information and 3) provide recommendations to improve the function of boards and commissions.

The audit team's review of boards and commissions³ in St. Louis County found there are currently 140 paid⁴ and 645 unpaid members and commissioners. There are 646 positions which are currently filled and 139 vacancies. There is possible overlap relative to the functions of some boards and commissions, for instance, Aging Ahead and Aging Ahead Advisory Council, Regional Convention & Sports Complex Authority and Regional Convention & Visitor's Commission and the five Zoo Museum District Commissions. The fiscal management department maintains a list of compensated members of boards and commissions through the MUNIS system.

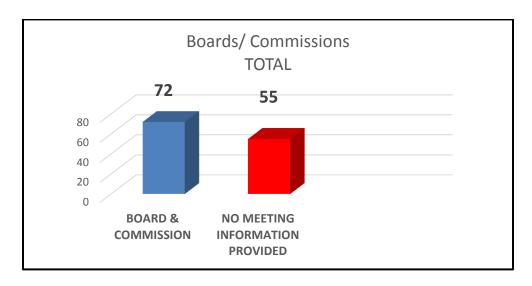
Fifty-five of the 72 boards and commissions (76%) listed on a drop-down menu on the county website, https://boards.stlouisco.com/ do not post meeting information. Eleven of the 55 boards and commissions, or 20%, do not post information regarding meetings while at the same time members receive compensation. 5

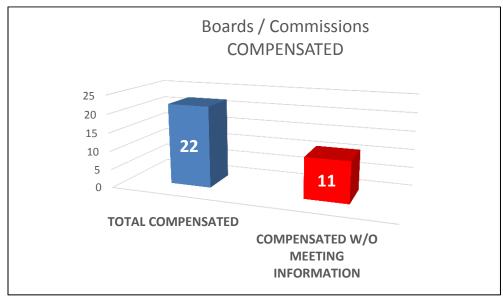
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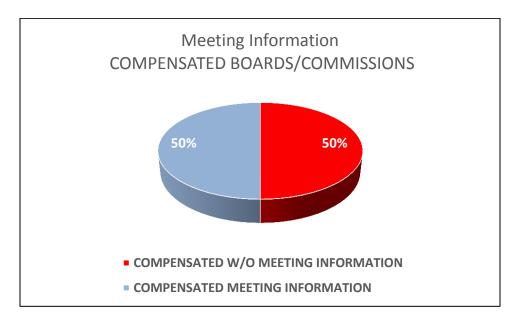
³ County data indicates three different total number of boards and commission. Refer to introduction and background information for specifics.

⁴ Although there are 140 paid positions, checks were issued to only 94 individuals per the MUNIS records.

⁵ Refer to attached chart *infra*.







For purposes of comparison, the audit team looked at *municipal* boards and commissions. For example, the City of Creve Coeur has fourteen boards and commissions, six of which overlap with St. Louis County boards. Florissant has thirteen boards and commissions, six of which overlap.

Per the audit team's findings, many of the boards and commissions are not posting their minutes online. Many of the boards and commissions do not keep up-to-date data on their websites and do not show meeting dates, times or agendas. This is of note relative to Missouri Sunshine Law compliance. The boards and commissions online list (the drop-down bar) is in need of a general refresh/remake.

The audit team learned that some board members were never administered an oath when it was required. This created a jurisdictional and operational issue for the board.

The audit team reviewed the control narratives for board and commission appointments on the county intranet. The control narratives should be updated, although they indicate they were last updated in September, 2018. The control narratives primarily address the application processes for new board members and the procedures relative to that including the process of council approval. In addition, the control narratives address the board and commission online listings and the database of each and how the database is to be updated and maintained. According to the approved Record Retention Schedule, the retention policy for boards and commissions is *permanent* retention.⁶ The control narratives do not address record retention policies and should be updated to cover the same. Board and commission records must be permanently maintained on a website and in hard copy format.

Currently, there is a bill on hold before the County Council to amend rules regarding boards and commissions and the appointments thereto.

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⁶ The retention policy indicated was updated 12/21/2016.

CONCLUSIONS AND RECOMMENDATIONS

The audit team offers the following conclusions and recommendations:

1. Board and Commission websites do not provide *thorough information and data*, including permanent record retention, per the record retention policy. Drop-down lists and individual websites need to be consolidated.

RECOMMENDATION: Update all *current* websites as to data and record retention. Include meeting dates, times, locations, agendas, minutes etc. Per the county record retention schedule, records displaying minutes, agendas and official meeting reports are to be *permanently* maintained on the website. Websites need to be user-friendly. Consideration should be given to the creation of one, central, modern website for boards and commissions. The newly created website should be contained within the existing St. Louis County Government website https://www.stlouisco.com/.

2. Board and Commission chairpersons must be held accountable relative to website data.

RECOMMENDATION: If the website is not maintained with current and accurate data, a written warning should be issued to the chairperson. A breach of two or more instances should result in forfeiture of meeting compensation to paid chairpersons.

3. County boards and commissions overlap and are duplicative.

RECOMMENDATION: Consolidate or eliminate non-active or overlapping boards and commissions;

4. The county staff directory is not current. Data is missing and/or inaccurate.

RECOMMENDATION: The staff directory must be updated. The data should be reviewed <u>frequently</u> by the appropriate department or official, and updated as needed. A procedure to properly track and receive data updates should be established. Each department is assigned an IT Business Manager. The Business Manager should be contacted to secure a form used to add or delete staff members. The form should be completed and returned to the IT Help Desk, as an "issue", for processing. The department official should review their staff directory after submission of the form to insure accuracy.

5. Some Boards and Commissions may not be following the Sunshine Law rules. This may create litigation and monetary liability. Some board members are not being sworn-in.

RECOMMENDATION: All board and commission members must be made aware of the Missouri Sunshine Law and follow it closely. If questions arise, board members should contact the County Counselor for guidance. Oversight should be established to insure compliance.

ATTACHMENT "A"

	BOARD AND COMMISSION	FILLED	VACANT	TOTAL POSITIONS	NUMBER OF MEETINGS POSTED	PAID- Y OR N	NOTES
	AGING AHEAD						A TOTAL OF 55 BOARDS/COMMISSIONS OUT OF 72 DID NOT POST MEETINGS. 22 OF THE 72 BOARDS/ COMMISSIONS RECIEVE
1		21	2	23	0	N	COMPENSATION
2	AGING AHEAD ADVISORY COUNCIL	8	15	23	0	N	
3	AIR POLLUTION & NOISE CONTROL APPEAL BOARD	4	1	5	0	Υ	
4	ANIMAL CARE & CONTROL ADVISORY BOARD	12	5	17	6	Υ	
5	BI-STATE DEVELOPMENT AGENCY (METRO)	10	0	10	0	N	
6	BOARD OF EXAMINERS FOR MECHANICAL LICENSING	4	1	5	13	Y	SHADED ROWS ARE BOARDS/COMMISSION MEMBERS THAT WERE COMPENSATED WITH NO MEETINGS POSTED
7	BOUNDARY COMMISSION	8	3	11	0	N	
8	BUILDING CODE REVIEW COMMITTEE	4	2	6	0	Υ	
9	BUILDING COMMISSION & BOARD OF BUILDING APPEALS	5	1	6	0	Y	
10	CENTER FOR EDUCATIONAL MEDIA	6	3	9	0	N	
11	CIVIL SERVICE COMMISSION	3	0	3	17	Υ	
12	COMMISSION ON DISABILITIES	11	4	15	0	N	

13	COUNTY HEALTH ADVISORY BOARD	7	2	9	8	Υ	
	DOMESTIC AND FAMILY VIOLENCE						
14	COUNCIL	31	2	33	0	N	
	EAST-WEST GATEWAY COUNCIL OF						
15	GOVERNMENTS BOARD OF DIRECTORS	29	6	35	0	N	
	ECONOMIC DEVELOPMENT						
16	COLLABORATIVE ADVISORY BOARD	26	0	26	0	N	
17	ELECTRICAL CODE REVIEW COMMITTEE	4	2	6	0	Υ	
18	ELECTRICAL EXAMIERS, BOARD OF	4	1	5	6	Υ	
	EMERGENCY COMMUNICATIONS						
19	SYSTEM COMMISSION	6	0	6	0	N	
20	EQUALIZATION, BOARD OF	3	0	3	4	Υ	
21	FIRE STANDARDS COMMISSION	7	0	7	0	Υ	
	FUND INVESTMENT ADVISORY						
22	COMMITTEE	2	1	3	1	N	
23	HIGHWAY AND TRAFFIC, BOARD OF	6	3	9	0	Υ	
24	HISTORIC BUILDING COMMISSION	6	3	9	0	Ν	
25	HOUSING AUTHORITY	5	1	6	0	N	
26	HOUSING RESOURCES COMMISSION	6	1	7	1	N	
27	HUMAN RELATIIONS COMMISSION	5	4	9	1	Υ	
	INDUSTRIAL DEVELOPMENT AUTHORITY						
28	BOARD	5	2	7	0	N	
29	JUSTICE SERVICES ADVISORY BOARD	6	0	6	1	Υ	
	LAMBERT AIRPORT EASTERN PERIMETER						
30	JOINT DEVELOPMENT COMMISSION	11	0	11	0	N	
31	LAND CLEARANCE	4	1	5	0	N	
32	LIBRARY BOAD	5	0	5	0	N	
	LOCAL EMERGENCY PLANNING						
33	COMMITTEE	18	13	31	0	N	
34	MECHANICAL CODE REVIEW COMMITTEE	5	1	6	1	Υ	
	METROPOLITAN BOARD OF DIRECTORS						
35	(GREAT RIVERS GREENWAY)	11	1	12	0	N	

	METROPPLITAIN ST LOUIS SEWER						
36	DISTRICT	6	0	6	0	N	
	METROPLITAN ZOOLOGICAL PARK AND						
37	MUSEUM DISTRICT BOARD	6	2	8	0	N	
38	MUNICIPAL COURT JUDGES	4	0	4	0	N	
39	OLDER ADULT COMMISSION	10	2	12	1	N	
	PARKS AND RECREATION ADVISORY						
40	BOARD	7	2	9	0	Υ	
41	PLANNING COMMISSION	9	0	9	0	Υ	
42	PLUMBING CODE REVIEW COMMITTEE	6	1	7	0	Υ	
43	PLUMBING EXAMINERS, BOARD OF	5	0	5	0	Υ	
44	POLICE COMMISSIONERS, BOARD OF	5	0	5	0	Υ	
	PORT AUTHORITY BOARD OF						
45	COMMISSIONERS	8	0	8	0	N	
	PRIVATE SECURITY ADVISORY						
46	COMMITTEE	2	3	5	0	N	
47	PRODUCTIVE LIVING BOARD	8	1	9	0	N	
	PUBLIC TRANSPORTATION COMMISSION,						
48	ST LOUIS COUNTY	5	6	11	3	Υ	
49	REGIONAL ARTS COMMISSION	14	1	15	0	N	
	REGIONAL CONVENTION & SPORTS						
50	COMPLEX AUTHORITY	11	0	11	0	N	
	REGIONAL CONVENTION & VISITORS						
51	COMMISSION	11	0	11	0	N	
52	REGIONAL TAXICAB COMMISSION	7	2	9	0	N	
53	REJIS COMMISSION	7	0	7	3	N	
54	RESTURANT COMMISSION	7	2	9	0	N	
55	RETIREMENT BOARD OF TRUSTEES	7	0	7	1	Υ	
56	ST. LOUIS AIRPORT COMMISSION	17	0	17	0	N	
57	STL COUNTY CHARTER	12	5	17	6	N	
	ST. LOUIS COUNTY CHILDREN'S SERVICE						
58	FUND BOARD	7	2	9	6	N	

	ST LOUIS COUNTY CLEAN ENERGY						
59	DEVELOPMENT (PACE)	4	1	5	0	N	
	ST. LOUIS WORKFORCE DEVELOPMENT						
60	BOARD	26	2	28	0	N	
	St LOUIS ECONOMIC DEVELOPMENT						
61	PARTNERSHIP	12	3	15	0	N	
	ST. LOUIS REGIONAL HEALTH						
62	COMMISSION	19	0	19	0	N	
	ST. LOUIS - JEFFERSON SOLID WASTE						
63	MANAGEMENT DISTRICT	10	5	15	0	N	
	TAX INCREMENT FINANCING						
64	COMMISSION OF ST. LOUIS COUNTY	5	1	6	0	N	
65	WASTE MANAGEMENT COMMISSION	6	1	7	0	N	
66	WORLD TRADE CENTER-ST. LOUIS	18	0	18	0	N	
67	ZOINING ADUSTMENT, BOARD OF	3	0	3	0	N	
	ZOO-MUSEUM DISTRICT- ART MUSEUM						
	SUBDISTRICT BOARD OF						
68	COMMISSIONERS	14	0	14	0	N	
	ZOO-MUSEUM DISTRICT- BOTANICAL						
	GARDENS SUBDISTRICT BOARD OF						
69	COMMISSIONERS	12	2	16	0	N	
	ZOO-MUSEUM DISTRICT- HISTORY						
	MUSEUM SUBDISTRICT BOARD OF						
70	COMMISSIONERS	11	3	14	0	N	
	ZOO-MUSEUM DISTRICT- ST. LOUIS						
	SCIENCE CENTER SUBDISTRICT BOARD OF						
71	COMMISSIONERS	7	7	14	0	N	
	ZOO-MUSEUM DISTRICT-ZOOLOGICAL						
	PARK SUBDISTRICT BOARD OF						
72	COMMISSIONERS	10	4	14	0	N	
	TOTALS	646	139	785			